

**FREQUENCY AND SCOPE
OF
PREVENTIVE MAINTENANCE, INSPECTIONS, AND SERVICES**

ITEMS or FUNCTIONS	Recommended intervals of inspections and preventive maintenance services	
	By Operators or Users	By supervisory personnel
1. Fire prevention and protection		
a. Buildings	Monthly	Semiannually
b. Installed fire protection systems	Monthly	Semiannually
c. Fire pumping apparatus	Weekly	Monthly
d. Fire extinguishers	Monthly	Semiannually
2. Water supply systems	Daily	Monthly
3. Sewerage systems	Daily	Monthly
4. Heating plants and systems		
a. Central Heating and Boiler plants	Daily	Monthly
b. Steam distribution systems	Weekly	Quarterly
c. Domestic heating plants	Monthly	Semiannually
5. Petroleum products storage and dispensary systems	Quarterly	Annually
6. Mechanical refrigerators	Monthly	Annually
7. Air conditioning, ventilating, and evaporative cooling systems	Monthly	Semiannually
8. Electric systems		
a. Generating plants,	Daily	Monthly
b. Substations, transmission, and distribution systems	Monthly	Quarterly
c. Interior wiring	Annually	Biennially
9. Buildings and structures		
a. Structural members, built-up long span trusses, framing for elevated structures, and other structural features	Quarterly	Annually

- 2 -

Continued:

Frequency and Scope of Preventive Maintenance, Inspections, and Services:

ITEMS or FUNCTIONS	Recommended intervals of inspections and preventive maintenance services	
	By Operators or Users	By supervisory personnel
b. Roofing, flooring, wall surfaces, insect screens	Monthly	Semiannually
c. Plumbing, doors, sash, builders hardware	Monthly	Semiannually
d. Fans, electric: Air circulating, desk, wall, and floor	Semiannually	Annually
e. Kitchen equipment	Semiannually	Annually
f. Utility shop equipment	Monthly	Monthly
10. Grounds maintenance	Weekly	Semi-monthly
11. Insect and rodent control		
a. In or around all types of buildings	Monthly	Semiannually
b. On grounds	Monthly	Quarterly
c. Stored products, including subsistence, clothing, tool, and implement handles, etc.	Monthly	Quarterly
12. Gas distribution systems	Monthly	Annually
13. Coal yards, storage bins, and coal-handling equipment	Monthly	Annually
14. Cold storage	Daily	Monthly
15. Roads and runways		
a. Roads, including bridges and grade separations.	Monthly	Quarterly
b. Parking, storage, hard standing, area, walks	Monthly	Semiannually
16. Refuse collection and disposal		
a. Refuse collection equipment	Weekly	Monthly
b. Incinerators: Refractory and Chimney linings, castings.	Monthly	Quarterly